

- **What is a Cover Letter?** A Cover Letter, sometimes referred to as a letter of application, is the first document a potential employer will see, so it is important to make a good first impression. It is used to introduce yourself, explain what position you are applying for, and explain why you are the best candidate for the job. *TIP: Be sure to clearly state the position you are applying for.*
- **Do I need to submit a new application for each position?** Yes. Each position has its own application. *We suggest saving an electronic copy and hard copy of your letter of application, resume, references, and additional application materials so that they may be easily accessed and submitted at a later time.*
- **Do I need to request official transcripts from my college to send in with my application?** No. Official transcripts are required once you have been hired by ECU. *Note: When uploading transcripts be sure to inform our office of any name changes i.e. maiden names, full names, etc.*
- **Do I have to complete the Affirmative Action form and Disclosure Statement?** The Affirmative Action form is voluntary. Information on this sheet will not be shared with screening committees or anyone outside of the Employment Services office. However, the Disclosure Statement is required to complete an application. This sheet authorizes the screening committee to contact the references provided. *We suggest saving an electronic copy and a hard copy of the Disclosure Statement. We also suggest submitting this form with every application.*
- **Can I sign the Disclosure Statement by typing in my name?** No. The Disclosure Statement cannot be signed electronically. After signing the form, scan and upload it with your application or attach it to an email.